

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING

Tuesday, September 16, 2014 3:30 p.m.

Department of Administration, 125 North Roberts, Helena

Agenda

1. Greeting/Call to Order.
2. Review minutes from August 20, 2014 meeting.
3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
 - a. Next meeting dates: October 15, November 19, and December 5.
4. Public Comment – members of the public.
5. Fiscal Agent Report - Alison and Brian
 - a. Financial Reports
6. Program Contractor's Report – Alison
 - a. Update: Nonprofit Fair Kickoff
 - b. Update: Corporate Sponsors
7. Chairman's Report – Mike
8. D of A Liaison's Report – Helen
9. Electronic Campaign Facilitation – Bill Crane
 - a. SECGC Website – Giving Guide
 - Review Computer Popups
 - Review MINE Page Information
 - Review Volunteer Information/Materials
 - Update: Great Falls Nonprofit Event
10. Other Business/Adjourn
 - a. Great Falls Event – Gary Owen

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ADVISORY COUNCIL MEETING

Wednesday, August 20, 2014 3:30PM

1. Greeting/Call to Order.

Chairman Mike Manion called the meeting to order at 3:30 p.m. Members present: Bill Crane, Diane Larson, Shelly Clinch, Pam Carlson, and Marie Matthews.

Contractor present: Brian Johnson; staff present: Helen Betts; Beth Stephenson from SITSD also present.

2. Review minutes from July 16, 2014 meeting. Motion to approve the minutes made and seconded. Minutes approved unanimously.

3. Public Comment. No public comment was received.

4. Program Coordinator/Fiscal Agent Report - Brian –

Brian provided updates on the budget report, sponsorships and the status of the provider fair.

Items of note:

Total revenue of \$11,082 is higher than this time last year.

A \$1500 sponsorship was received from American Federal.

Sponsorships are proceeding well with the exceptions of Walmart and Northrup Grumman. The method of garnering Walmart donations has changed from past campaigns, and Alison continues to work through the process. Northrup Grumman donations have not been received in recent years. Alison will continue to pursue, if the company does not contribute the E Giving Guide will be updated to remove them as a sponsor.

The council discussed allowing the Program Coordinator/Fiscal Agent a debit card. The fiscal agent provided its debit card policy. The policy was accepted, and the proposal moved and approved unanimously.

5. D of A Liaison's Report – Helen

Giving Guide is updated with the exception of the first page. Thanks go out to Bill Crane.

6. Other Business/Adjourn

A budget of \$200 for the Great Falls Kick off was approved.

Sign distribution will occur in Helena Sunday Sept 28th.

Motion made and seconded to adjourn the meeting. Motion approved unanimously.